

Procurement Works

A Newsletter from the Maryland Department of Health (MDH)
Office of Procurement and Support Services (OPASS)

May 2018

Big Changes in Small Procurement

Historically, to secure delegated authority to conduct Small Procurements at MDH, it was only necessary to take a single **online** training course to become certified for life. Now that the ceiling for Small Procurement has been doubled to \$50,000, that old minimal amount of Small Procurement training is insufficient to assure that everyone who conducts Small Procurements knows the rules.

Effective this year, to become authorized to conduct Small Procurements, it will be necessary to complete an **in-person** training course, pass a simple exam, and sign an attestation that persons conducting Small Procurements know and agree to follow all applicable policies and regulations.

OPASS maintains a list of MDH personnel who are authorized to conduct Small Procurement. You know that you are on that list if you received a letter and certificate documenting that authority. The existing list is being phased out and will be replaced by a new list of authorized personnel.

To make this transition as smoothly and simply as possible, OPASS is offering a series of in-person training courses on Small Procurement. Below you will see a list of training opportunities in May.

If you wish to obtain or retain authorization to conduct Small Procurements, you will need to attend and complete in-person training in Small Procurement. Re-certification will be required on an annual basis, with in-person training required every other year and online or in-person training deemed sufficient every other year after 2018.

Upcoming Procurement Training

April 30, 2018	1 PM – 4 PM – Room L-3	Competitive Sealed Bidding
May 2, 2018	Deer's Head – Eastern Shore	Small Procurements On-Site
May 7, 2018	1 PM to 4 PM – Room L-3	Small Procurements MDH-HQ
May 21, 2018	10 AM to 12 PM - Room L-3	Small Procurements: OIG Perspective - MDH-HQ
May 22, 2018	1 PM to 4 PM – Room L-1	Sole Source & Emergency Procurements and Options & Modifications
May 31, 2018	1 PM to 4 PM – Western Maryland Hospital Center	Small Procurements On-Site

OPASS staff will advertise these training opportunities by e-mail to the OPASS Announcement Group as well as on the video monitors at MDH HQ. You can sign-up for those training programs thru the HUB. For registration assistance, contact: Naisadh [Nick] Desai at Naishadh.desai@maryland.gov.



Have a
**SAFE & HEALTHY
SUMMER**

No More Extensions

A contract “extension” is too frequently requested when a program is unable to complete a procurement in time to put a replacement contract in place in timely fashion, thereby risking the possibility of a lapse in service upon the expiration of the prior contract term with all options exercised. This is unacceptable.

The Board of Public Works (BPW) has recently questioned MDH need for extensions. If your program does not complete procurements prior to the expiration of prior contracts, you may expect to have to answer some difficult questions at the highest level of State authority. Please do everything possible to avoid putting OPASS and the MDH Secretary in the untenable position of having to explain late procurements.

Sometimes unforeseen circumstances may arise that delay a procurement unexpectedly, but it is very important to minimize this occurrence.

A Request for Proposals (RFP) may expect to require **18 months** from initiation to completion. Comments previously made in this Newsletter and constantly repeated in training sessions emphasize the importance of planning ahead and starting RFPs in time to assure that they are completed on time.

OPASS sends weekly reminders to program reps to initiate solicitations 18 months before a contract needs to be put into place. Those who ignore those reminders do so at their own peril and should expect later criticism by most everyone in the chain of procurement authority at MDH. Save yourself from that criticism. Plan ahead and start early.



BI-ANNUAL PROCUREMENT MEETING
300 W. PRESTON STREET - AUDITORIUM
JULY 10, 2018
9:30 AM TO 11:30 PM